



APPLICATION

Tenant Improvement Pilot Program

Purpose

The City of Beaverton and the Beaverton Urban Renewal Agency (BURA) are encouraging continued revitalization of downtown Beaverton, which includes increasing the number of restaurants, brewpubs, brunch eateries, wine bars and growleries. The purpose of Beaverton's Tenant Improvement (TI) Program is to partner with food and drink-based business owners and related property owners interested in opening a new business or renovating/expanding a current business by providing matching interior construction grants. The intended results of the program are to increase restaurant options in Beaverton, retain local dining expenditures while increasing spending from out of town visitors, and to increase Downtown foot traffic.

Eligibility

Businesses are eligible if they meet the following criteria:

- The business is a food and/or beverage based business. Examples include restaurants, coffee shops, and wine bars.
- The business is open to the public. Businesses with age restrictions, such as some bars, are eligible. Businesses that only provide services to members are not.
- The business is located within the Program Area. (see below map)

Exclusions include:

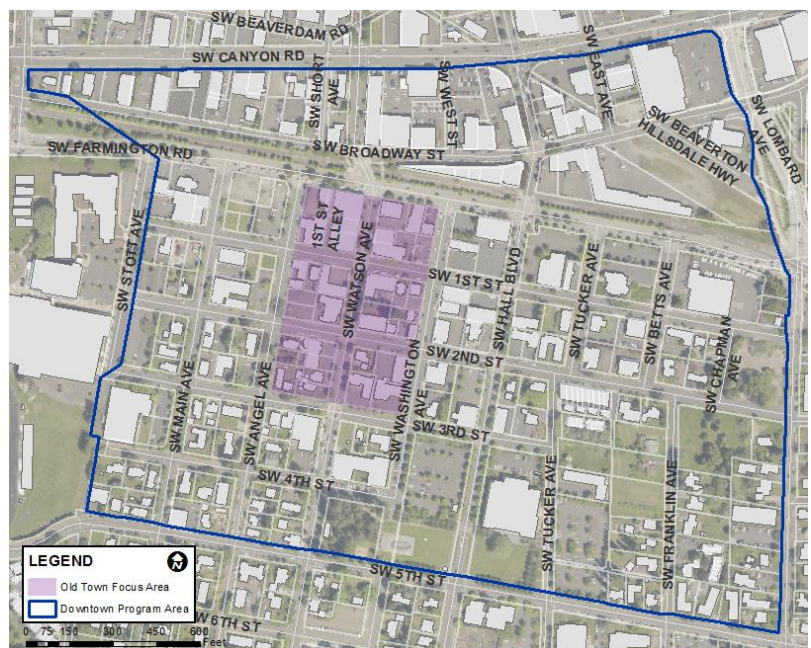
- National chains, defined as franchises/for profit corporations that are not headquartered in the State of Oregon or Clark County Washington; except in the case where the franchisee or brand has a Beaverton-based owner and the brand has no more than one location within the Beaverton city limits at the completion of this grant.

Program Area

To be eligible for the Tenant Improvement Pilot Program, a business and/or property must be located within the Downtown Program Area.

Applicants within the Old Town Focus Area, shown in pink in the map to the right, will receive additional points in the evaluation of this application.

For full Program Guidelines, please visit: www.BeavertonOregon.gov/Incentives



Grant Application Process

1. Contact the Program Manager to confirm your project is eligible:
Megan Braunsten, Development Project Coordinator
503.526.2419 · mbraunsten@BeavertonOregon.gov
2. Identify scope of work and obtain bids as needed.
 - a. Prior to funding, three competitive bids for all project elements over \$5,000 will be required. *Only one bid is required at time of application, however.*
3. Complete and return this application before the application deadline.

Spring 2016 Deadline: March 11, 2016

Fall 2016 Deadline: September 9, 2016

Once approved:

4. A Letter of Commitment will be issued for both parties to sign. This is the grant contract.
5. Submit applications for all needed city permits.
 - a. Please contact the Community Development Department with any permit questions: 503-526-2493.
6. Construction can begin once all permits have been approved.
7. Once the work is complete, submit all paid receipts to the city for reimbursement.
 - a. Please note: Reimbursement can be scheduled in phases, versus all at the end of a project. This negotiation will occur as part of the Letter of Commitment.

Application

APPLICANT INFORMATION:

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant Mailing Address: _____

Are you the: Business Owner ☐ Property Owner ☐

(If the Applicant is not the owner of the property, the Owner Authorization Form on page 6 must be filled out and submitted with this application.)

BUSINESS INFORMATION:

Name of Business: _____

Business Address: _____

Business Contact Name: _____ Title: _____

Phone: _____ Email: _____

Tax ID Number: _____ Beaverton Business License Number: _____

Please describe relevant food/beverage service experience of key business players (business owner, head chef, restaurant manager, etc.): _____

Age of Business: _____ How do customers reach you: Transit ☐ Bike ☐ Car ☐ Walk ☐

What are your store hours: M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

How is your business organized (corporation, sole proprietorship, LLC, etc.): _____

In which State are incorporation and/or organization documents filed? Oregon ☐ Other: _____

Is this business a: For-Profit ☐ Non-Profit ☐

Is this business certified as a:

- ☐ Minority Business Enterprise (MBE) *(Note: Oregon certified MBE/WBE/ESB businesses will receive additional evaluation points. For more information about certification visit: <http://www.oregon4biz.com/How-We-Can-Help/OMWESB/>)*
- ☐ Women Business Enterprise (WBE)
- ☐ Emerging Small Business (ESB)

Does this business have locations outside of Beaverton? Yes ☐ No ☐

Is this business a part of a national chain (see definition on page 2)? Yes ☐ No ☐

Is this business church-owned, fraternal, or housed in a government building? Yes ☐ No ☐

Is this business in a building that is primarily for residential use? Yes ☐ No ☐

Does this business exclude minors? Yes ☐ No ☐

Is this business within the Old Town Focus Area (see map on page 1)? Yes ☐ No ☐

Number of employees at this time: _____ Number expected in two years: _____

Leasable square feet at this time: _____ Square feet expected in two years: _____

PROPERTY INFORMATION:

(If Applicant is the property owner, please answer this section. Otherwise leave blank as questions are repeated on the Owner Authorization Form.)

Building Owner Contact Name: _____

Phone: _____ Email: _____

Property Tax Account Number: _____ Year Building Built: _____

Has this property received other public funding or grants in the past five years? Yes ☐ No ☐

If yes, please describe: _____

PROJECT INFORMATION:

Briefly describe proposed improvements and work to be completed: _____

Source(s) of matching funds:

<input type="checkbox"/> Bank/Credit Union Loan	<input type="checkbox"/> Friend/Family Loan
<input type="checkbox"/> Business Savings	<input type="checkbox"/> Personal Savings
<input type="checkbox"/> Gift	<input type="checkbox"/> Grant:

☐ Bank/Credit Union Loan ☐ Friend/Family Loan

☐ Business Savings ☐ Personal Savings

☐ Gift ☐ Grant:

- ☐ **Owner Authorization Form (if Applicant is not the property owner)**
- ☐ **Before photos of the interior of property in question**
- ☐ **Any architectural drawings such as plans, elevations or sketches related to this project**
- ☐ **Bid(s)** – *Please note: for all projects over \$5,000, three bids will be required prior to the Commitment Letter being issued and work beginning. At time of application, however, only one bid is required.*
- ☐ **Applicant's W-9**

STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT

I, _____, (The Applicant) certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City of Beaverton must approve the proposed interior improvements. Certain changes or modifications may be required by the City of Beaverton prior to final approval.

Commitment of funds will not be processed before the City of Beaverton has received the necessary bids for the approved work. Any work started before a Commitment Letter is sent will not be eligible for reimbursement. Furthermore, any work that is more than the approved scope of work must be *pre-approved* by the City in order for the work to be eligible for reimbursement.

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Tenant Improvement Pilot Program grant and is true and complete to the best of the Applicant's knowledge. Verification of any of the information contained in this application may be obtained by the City of Beaverton from any available source.

If the Applicant is not the owner of the property, or if the Applicant is not the sole owner of the property, the Owner Authorization Form must be filled out and attached. The Applicant is aware that a copy of the W-9 for the business that is applying for the Tenant Improvement Pilot Program grant must be attached to this application for it to be complete.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

PLEASE RETURN THIS APPLICATION AND SUPPLEMENTAL DOCUMENTS TO:

Megan Braunsten, Development Project Coordinator
Community Development Department
City of Beaverton
PO Box 4755
Beaverton, OR 97076

503.526.2419

mbraunsten@BeavertonOregon.gov

Spring 2016 Deadline: Friday, March 11, 2016

Fall 2016 Deadline: Friday, September 9, 2016

Tenant Improvement Pilot Program Owner Authorization Form

(Only required if the Applicant was not the property owner.)

PROPERTY INFORMATION:

Building Owner Contact Name: _____

Phone: _____ Email: _____

Property Tax Account Number: _____ Year Building Built: _____

Has this property received other public funding or grants in the past five years? Yes ☐ No ☐

If yes, please describe: _____

I, _____, am the owner of the building that is located at
_____ in Beaverton, OR. I hereby give authorization for
_____, the business that is housed in my building, to use the
City of Beaverton's Tenant Improvement Pilot Program grant to alter my building through
interior rehabilitation work.

Printed Name of Owner

Signature of Owner

Date